

## SCHEDULE 2 – PRE-CONSULTATION BY-LAW



### BY-LAW NO. 2023-

A By-law to require development applicants to consult with the municipality prior to submission of development applications (“pre-consultation”).

**WHEREAS** sections 22 (3.1), 34 (10.0.1), 41 (3.1) and 51 (16.1) of the Planning Act, R.S.O 1991, c.P.12, as amended provide that a municipality may, by bylaw, require applicants to consult with the municipality prior to submission of development applications;

**AND WHEREAS** the Town of Halton Hills Official Plan provides policy direction for pre-consultation;

**AND WHEREAS** on February 13, 2023, Council for the Town of Halton Hills approved Report No. PD-2023-0006, dated January 10, 2023, in which certain recommendations were made relating to the enactment of to the Town’s Pre-Consultation By-law.

**NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

#### PART I - DEFINITIONS

1. For the purposes of this By-law:

“**pre-consultation**” means a meeting undertaken pursuant to this By-law satisfying the requirement as described in the Planning Act that applicants consult with the municipality prior to the submission of development applications as specified.

“**pre-consult**” means the act of meeting to satisfy the pre-consultation requirements of this By-law.

#### PART II – PRE-CONSULTATION REQUIREMENTS

2. Applicants shall pre-consult with the Town prior to submission of the following development applications in order to identify the information and materials necessary to the processing of an application:

- a) Official Plan Amendment
- b) Zoning By-law Amendment
- c) Draft Plan of Subdivision
- d) Draft Plan of Condominium
- e) Site Plan
- f) Consent
- g) Other applications referenced by the Planning Act as may be determined by the Commissioner of Planning & Development or designate based on the application’s complexity or relationship to the application types for which mandatory pre-consultation applies.

3. The Commissioner of Planning & Development or designate are authorized to:

- a) conduct timely pre-consultation meetings;

- b) identify the information and materials necessary for processing each application:
  - i. to be provided at the time of submission and acceptance of a development application in order to deem the application complete under the Planning Act and the Town of Halton Hills Official Plan;
  - ii. to be provided during the processing and review of a development application in cases where such information and materials cannot reasonably be provided at the time of the submission and acceptance of a development application;
- c) direct an applicant to hold a public consultation meeting in advance of submitting a Zoning By-law Amendment application, including those filed in conjunction with an Official Plan Amendment and/or Plan of Subdivision application, where appropriate; and
- d) identify and recommend other applications referenced by the Planning Act that, in the opinion of the Commissioner of Planning & Development or designate require pre-consultation based on the application's complexity or relationship to the application types for which mandatory pre-consultation applies.

### **PART III – AUTHORITY**

- 4. In the absence of a pre-consultation meeting and the submission of all required supporting information or materials, the Commissioner of Planning & Development or designate may deem an application incomplete and refuse to accept the application.
- 5. The Commissioner of Planning & Development or designate shall have the discretion to waive the requirement for a pre-consultation meeting or holding of a public consultation meeting as part of a mandatory pre-consultation process.

### **PART IV - ADMINISTRATION**

- 6. By-law 2008-0092 is hereby repealed.
- 7. This By-law comes into effect upon enactment and passage hereof.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 13<sup>th</sup> day of February, 2023.

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MAYOR – ANN LAWLOR

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TOWN CLERK – VALERIE PETRYNIAK